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Approved For Release 2001/03/02 : CIA-RDP78-03991A000200020040-3

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 2 July 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

The work on Agency Regulations being developed by this Office has been interrupted by the necessity to prepare the Office Budget Estimate for Fiscal Year 1955. Five of the key personnel in the Logistics Office concerned with the writing of the regulations have been devoting full time to the preparation of the budget.

b. Status of Slotting Against New T/O (continued item)

A report has been prepared indicating the status of all positions on the new T/O. Positions authorized on the new T/O total        General Schedule and        Wage Board. We now have a total of        people on board or in process against the        GS positions. Some of these excess 26 will be eliminated when transfers of employees to other components of the Agency are completed and when pending resignations become effective.

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25X9A2c. Budget - Fiscal Year 1955 (continued item)

*\*1*  
The Office Budget Estimate for Fiscal Year 1955 was submitted to the Comptroller on 1 July 1953.

2. PROJECTS AND STUDIES IN PROGRESSa. Basic Logistics Course (continued item)

Outline of proposed subjects to be given in the Basic Logistics Course relative to transportation activities was received from Transportation Division.

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b. Review of T/O for [REDACTED] Support Base (continued item) 25X1A6a

Position descriptions for the key positions for the [REDACTED]  
T/O have been prepared and forwarded to the Far East Division. 25X1A6a

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of the Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]
<u>Coordination and Requirements Staff</u>	25X9A2	25X9A2
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]
<u>Procurement Division</u>	[REDACTED]	[REDACTED]
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]
<u>Real Estate and Construction Division</u>	[REDACTED]	[REDACTED]
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]
<u>Supply Division</u>	[REDACTED]	[REDACTED]
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below	[REDACTED]	[REDACTED]
Wage Board	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]

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Transportation Division

In Process

Vacancies

GS-7 and above  
GS-6 and below

(includes 1  
Mil. Officer)

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Wage Board  
Total

b. Basic Intelligence Course (Supplemental) (continued item)

Four Logistics Office representatives gave a two hour presentation before approximately 50 students of the Agency Administrative Support Course (a part of the BIC). Persons participating were, [REDACTED] and

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Subjects covered were, "Definition and Purpose of Logistics," "Organization and Functions of the Logistics Office," "Defense Department Support Directives," "Supply Requirements Programming," and "The Depot Supply System."

Division Training Coordinators have initiated preparation of schedules of all eligible persons to attend the Administrative Support Course (the last 3 weeks of the BIC).

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

The proposed statement of policy and objectives for the Logistics Office Career Service Board was discussed and approved at a Career Service Board meeting 1 July. Proposed modifications are being incorporated in a revised statement which will be submitted through Logistics Office Career Service Board to the Chief of Logistics, and then to CIA Career Service Board as soon as possible.

b. Logistics Office Training Program (continued item)

Continued efforts to recruit a permanent Training Officer for Logistics Office.

c. Identification of Logistics Positions (continued item)

The report of positions on T/O's of other components of the Agency over which Logistics Office Career Service Board will have cognizance has been received from Classification and Wage Division.

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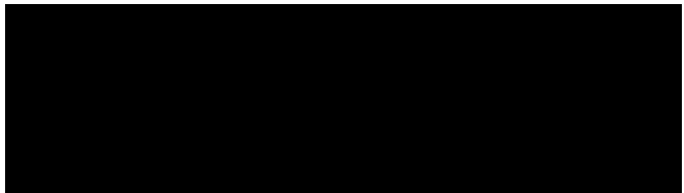
Work is progressing on the identification of present incumbents of these positions and their current grades.

A separate report has been received from CIA Career Service Board listing career employees not assigned to positions on Logistics Office T/O, but who have been proposed by their organizations for LO Career Service designations. A review of the qualifications of these employees will be made prior to acceptance of their designation as LO Career Service responsibilities.

6. OTHER ITEMS OF INTEREST

a. Mail Distribution (continued item)

No change.



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LO/AS/MFB:lmr (2 July 1953)